

Concord Zoning Board of Appeals Special Home Occupation Application Checklist

**Special Permit, under Sections 5.3.6.2 & 11.6,
for a Special Home Occupation (or renewal)**

Property Address: _____

Applicant Name: _____

The following information **must** be submitted along with a completed Zoning Board of Appeals application form:

- ☐ **Certificate of Appropriateness from the Historic Districts Commission**, if you are within Historic Districts and are requesting a sign as part of your application
- ☐ **Check made payable to the Town of Concord for \$200.00**
- ☐ **Written description of the proposed home occupation:**
 - number of employees
 - where the employees will be working within the home
 - where the employees will be parking on the lot
 - days & hours of operation
 - number of clients per day
 - exterior indications (visual or auditory) of the home occupation
- ☐ **Floor plans** of the structure showing where the home occupation will be carried out
- ☐ **Parking layout plan** showing the parking location, with parking space dimensions, for the number of parking spaces required for visitor, employee and residential on-site parking. Two parking spaces are required for each residential unit plus one parking space for each visitor and/or employee that will be on the site at any time.
- ☐ **Sign details** and location plan if any signs are proposed. Sign dimensions and wording is required.
- ☐ **If submitting an application for a renewal of a special permit**, provide a copy of the existing decision and previous plans.